

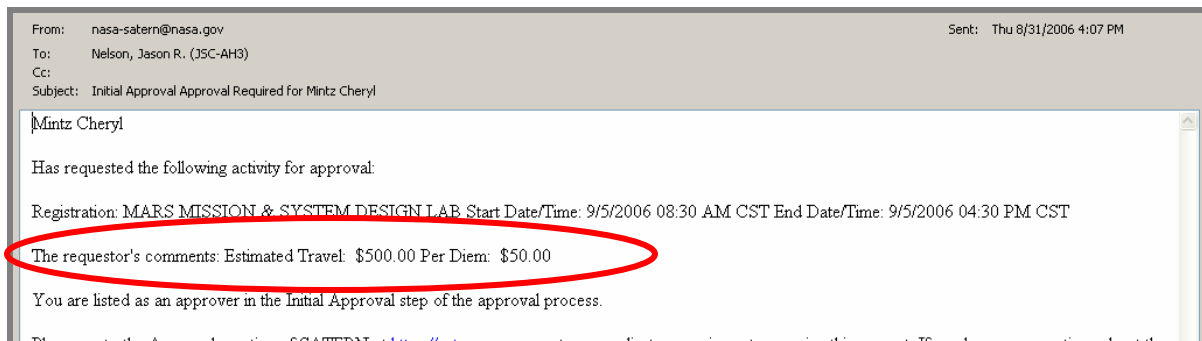


Instructions for Supervisor and Directorate Training Coordinators on How to Approve APPEL and LMD Courses

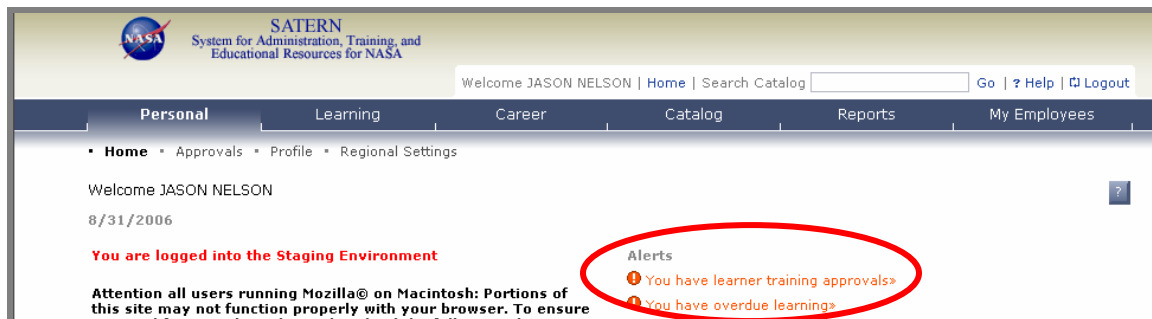
When approving APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered by the requestor, the request should be denied.

Here's what to do

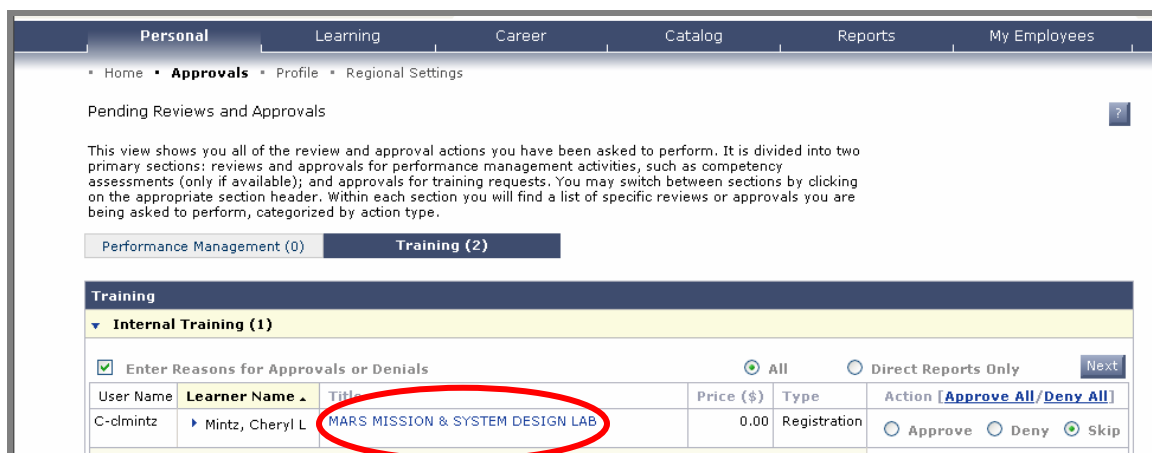
STEP 1: Upon receiving the email notification for approval required, verify in the Requestor's Comments that the Learner has provided an Estimate of Travel and Per Diem.



STEP 2: Login to SATERN at <https://satern.nasa.gov> and click the link, under **Alerts** that says  **You have learner training approvals»**



STEP 3: On the **Approvals** screen, APPEL and LMD courses are found under the **Internal Training** section. Click **Item Title** link to view the request details.





Login to SATERN at <https://satern.nasa.gov>

STEP 4: Click the blue arrow next to **Comments** to see the Estimated Travel and Per Diem.

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Scheduled Offering Details

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Offering of MARS MISSION & SYSTEM DESIGN LAB

▼ **Summary Information**

MARS MISSION & SYSTEM DESIGN LAB
Scheduled Offering ID: 156
Item Description: No Description

▼ **Segment Details**

Segment	Start	End	Facility & Location	Instructor
1	9/5/2006 08:30 AM CST	9/5/2006 04:30 PM CST	-	,

▶ **Registration Information**

▶ **Contact Information**

▼ **Comments**

Estimated Travel: \$500.00 Per Diem: \$50.00

▶ **Approval Status**

STEP 5: After reviewing the request, use the [← Back](#) link to return to the approval screen and approve/deny the request as usual.

☒ All ☐ Direct Reports Only [Next](#)

	Price (\$)	Type	Action [Approve All/Deny All]
	0.00	Registration	<input type="radio"/> Approve <input checked="" type="radio"/> Deny <input type="radio"/> Skip

IMPORTANT:

If the **Comments** field did not include the Estimated Travel and Per Diem information relevant to attend this course you should deny the request.

1. Check the box next to **Enter Reasons for Approvals and Denials**
2. Select **Deny**
3. Click the **NEXT** button.

Login to SATERN at <https://satern.nasa.gov>

- Enter the following text in the **Denial Reasons** field and click the **NEXT** button:
 "Your registration must include an estimate of Travel and Per Diem.
 Please re-register and provide an estimate of Travel and Per Diem."

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Pending Reviews and Approvals [?](#)

Approve or Deny → **Denial Reasons**

Enter a reason for denying your employee's training request below.

Previous **Next**

Learner Name and Schedule	Denial Reason (optional)
Mintz, Cheryl L MARS MISSION & SYSTEM DESIGN LAB	Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and Per Diem.

To approve the request.

- Select **Approve**
- Click the **NEXT** button.
- Entering text in the **Approval Reason** box is optional.

☒ All
 ☐ Direct Reports Only
 Next

	Price (\$)	Type	Action [Approve All / Deny All]
	0.00	Registration	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

Previous **Next**

Approval Reasons

Learner Name and Schedule	Approval Reason (optional)
Mintz, Cheryl L MARS MISSION & SYSTEM DESIGN LAB	

- Click the **NEXT** button.



5. Click the **CONFIRM** button.

The screenshot shows the SATERN interface with the 'Approvals' tab selected. The breadcrumb trail is 'Home > Approvals > Profile > Regional Settings'. Below the breadcrumb, it says 'Pending Reviews and Approvals' with a help icon. The navigation path is 'Approve or Deny → Approval Reasons → Confirm'. On the right, there are 'Previous' and 'Confirm' buttons, with 'Confirm' circled in red. Below this is a table with the header 'Approve'.

Learner Name	Title	Price (\$)
MINTZ, CHERYL L	MARS MISSION & SYSTEM DESIGN LAB	0.00

6. Final screen displays **Success**.

The screenshot shows the SATERN interface with the 'Success' message. The breadcrumb trail is 'Home > Approvals > Profile > Regional Settings'. Below the breadcrumb, it says 'Pending Reviews and Approvals' with a help icon. The navigation path is 'Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success'. On the right, there is a 'Start Over...' button. Below this is a dark blue bar with the word 'Success' in white.

Success

You have successfully completed the employee approval and denial process. E-mail notifications have been sent to all affected learners.